

RSU 26

CONFERENCES/SEMINARS/WORKSHOPS PROFESSIONAL DEVELOPMENT REQUEST FORM

DIRECTIONS: Complete parts A – D. Submit to supervisor, not less than two (2) weeks prior to event. One form per person, if it is a group request submit forms together. *For detailed instructions see page two (2).*

A:	NAME: _____	DATE OF REQUEST: _____
	SCHOOL(S): _____	POSITION: _____
	ACTIVITY / EVENT: _____	SPONSOR: _____
	LOCATION: _____	DATE(S): _____

B: REGISTRATION	LODGING	TRANSPORTATION
Company _____	Company _____	Personal Car: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address _____	Address _____	Estimated Mileage (Roundtrip): Mileage is calculated from/to school not from your home
City, Zip _____	City, Zip _____	Rental Car Request: <input type="checkbox"/> Yes <input type="checkbox"/> No (Save gas receipts for reimbursement.)
Amount (\$) _____	# of Nights _____	The mileage reimbursement rate is based on IRS guidelines (www.irs.gov) and updated on July 1 of each year. FY19 = \$0.545/mile
	Amount (\$) Per Night _____	
	Total Amount (\$) _____	
PO#/Check#: _____ Date: _____	PO#/Check#: _____ Date: _____	Check#: _____ Date: _____

C:	<p>MEALS</p> <ul style="list-style-type: none"> • Meals reimbursement is for overnight stays. • On travel days three (3) meals will be reimbursed if departure falls before 6:30am or arrival home is after 6:30pm. • If a meal is provided by the hotel or conference you will not reimburse for those meals. • If you have specific dietary restrictions that may not be accommodated by the conference, please consult with the Superintendent's Office upon submitting this form. • No receipts required, meal reimbursement is on a per diem/per meal rate. The Superintendent's Office will issue you a check based on your request upon your return from the conference. • Meal rates are based on the US General Services Administration (www.gsa.gov/portal/category/104711) guidelines. This rate is adjusted in October of each year and implemented on January 1 of the same year. <p style="background-color: yellow;">FY19 Rates: Breakfast, \$11.00; Lunch, \$12.00; Dinner in Maine, \$23.00; Dinner out of state, \$33.00</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Breakfast: # of meals _____ x = _____</td> <td style="width: 50%;">Dinner, in Maine: # of meals _____ x = _____</td> </tr> <tr> <td>Lunch: # of meals _____ x = _____</td> <td>Dinner, out of state: # of meals _____ x = _____</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total Meals: _____</td> <td style="width: 50%;">Check#: _____ Date: _____</td> </tr> </table>	Breakfast: # of meals _____ x = _____	Dinner, in Maine: # of meals _____ x = _____	Lunch: # of meals _____ x = _____	Dinner, out of state: # of meals _____ x = _____	Total Meals: _____	Check#: _____ Date: _____
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D:	<p>1. Attach a copy of the agenda/flyer/web address for this event.</p> <p>2. Explain, briefly, how this is related to your classroom responsibilities and how it will: Directly benefit your teaching in your current teaching assignment; or Directly benefit our students of RSU #26; or Further the administration's goals or its vision for the schools.</p>
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ADMINISTRATION	
<input type="checkbox"/> An administrator has requested that this employee attend this event. (This will not count toward the employees choice days.)	
Principal	<input type="checkbox"/> Approved <input type="checkbox"/> NOT Approved
Signature	Date
Business Manager	<input type="checkbox"/> P1, <input type="checkbox"/> P2, <input type="checkbox"/> P3, <input type="checkbox"/> Board Meeting, <input type="checkbox"/> Other
Account Number(s)	
Signature	Date
Superintendent / Special Education Director	<input type="checkbox"/> Approved <input type="checkbox"/> NOT Approved
Signature	Date

REQUEST FORM INSTRUCTIONS

2. Submit the completed request and supporting documents for Administrator signature as soon as possible, but **not less than 2 school weeks prior to event.**
3. After Administrator approval/disapproval, this form will be sent to the Superintendent for regular education or to the Special Education Director. A copy of the completed request form will be kept on file in the office of the Superintendent or Special Education Director.
4. The signed form will be sent back to the requesters building to process a purchase order. Special Education purchase orders will be generated in the special education office and sent back to the requesters building along with the signed request form.
5. The approved request, with information submitted, will be given back to the requester.
6. A substitute request form must be submitted by the employee upon return of this form.
7. If the employee is unable to attend the event after approval has been granted, the principal should be notified immediately in order to avoid unnecessary costs. **If notification is not made promptly, the employee may be responsible for any non-refundable costs.**
8. The number of employees out on any one day may be limited.